



NYC Local Coordinator Volunteer Role Description

Summary

The Shoebox Project for Women is a registered 501(c)3 charity that collects and distributes gift-filled Shoeboxes to local women impacted by homelessness in communities across Canada, USA and the UK.

As a Local Coordinator for The Shoebox Project, you are the lead organizer of the charity's activities in your community.

For a city as large as New York City, we will require 2-3 Local Coordinators to maintain the current level of activity and to support the growth of the Local Chapter. If you have a co-coordinator in mind who you'd like to work with, please let us know when you apply.

Primary Duties & Responsibilities

The primary role of a Local Coordinator is to manage a committee of local volunteers, liaise with shelters and/or community agencies serving women in need, identify suitable drop-off locations that are accessible for donors, promote the drive in your community, collect and inspect the donated Shoeboxes, and deliver the completed gifts to the agencies at a mutually agreed time.

Other aspects of the role include, but are not limited to:

- Acting as an ambassador for The Shoebox Project in your community
- Communicating with the national staff on a regular basis regarding your progress (seeking assistance when necessary)
- Fundraising and managing expenses in accordance with organizational procedure
- Coordinating storage, transportation and delivery of Shoeboxes
- Monitoring your local Shoebox Project email account and responding to public inquiries

Qualifications

- Interest in issues related to women's homelessness and desire to give back to your community
- Ability to manage a team of volunteers
- Ability to spend 15-20 hours/week during November and December and 5-10 hours/week during the rest of the year.
- Excellent communication skills – Coordinator is expected to respond to inquiries from community members, coordinate details with shelter staff, work with other local volunteers, and potentially solicit donations from local businesses
- Computer savvy, comfortable using all Google Applications and communicating online

601 WEST 26TH STREET, SUITE 325 – 306,
NEW YORK, NY 10001
WWW.SHOEBOXPROJECTUSA.ORG
EIN: 61-1793315



Other Information

- This is an unpaid volunteer opportunity
- The volunteer contract is for one year, with the expectation of organizing a **minimum of one gift drive** (during the holidays) in your community and the choice to participate in other activities as desired throughout the year.

To Apply:

1. Complete the Local Coordinator Application: <https://forms.gle/8PSysYesdXYMmn436>
2. Submit your resume to volunteer@shoeboproject.com with a brief introduction and your LinkedIn profile, if available.

We sincerely thank all those who apply, however only those considered for an interview will be contacted. For more information on The Shoebox Project, please visit shoeboprojectusa.org

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